



AWARD SELECTION PROCESS:

1. The PRIA Chief Staff officer shall provide annual notice to PRIA members concerning **procedures for award nomination, no later than three months prior to the Annual Conference**, including the **deadline of six weeks prior to the Annual Conference, for receipt of nomination documents** by the PRIA Chief Staff officer.
2. **No later than three months prior to the Annual Conference each year, The President shall appoint an Award Selection Committee**, which shall consist of at least five members, and shall fairly represent both the public and private sectors of the industry. The selection committee shall include any former President(s) of PRIA. Chair of the Award Selection Committee shall also be designated by the President.
3. Nominations for the award may be submitted by any member of PRIA, or by any organization representing the property records industry.
4. Any regular, affiliate or associate member of PRIA may be nominated. Nominations of individuals who are not members of PRIA will also be considered.
5. Award nominations shall be forwarded to the PRIA Chief Staff officer and shall include the following:
 - name of nominee, professional title, and other pertinent personal information;
 - professional history of nominee;
 - description of specific industry need or standard addressed;
 - description of unique leadership provided by nominee to address this specific industry need or standard;
 - description of benefit to industry through nominee's leadership; evidence of nominee's unique, effective leadership and reflection of PRIA's core values (publications, news media, letters of support or other means).

6. PRIA's Chief Staff Officer or other staff member shall advise the President that award nomination(s) have been received, and **shall forward to the Award Selection Committee copies of all nomination documents no later than five weeks prior to the Annual Conference.**
7. The Chair of the Award Selection Committee shall, in a timely manner, call meeting(s) to discuss and weigh the merits of nomination(s) submitted. Such meeting(s) may be by means of telephone conferencing or similar communications whereby all committee members participating can hear each other at the same time. **Selection (or non-selection) of an award recipient shall be determined by majority vote of the selection committee no later than four weeks prior to the Annual Conference.** The Committee Chair shall immediately notify the PRIA Chief Staff officer of the committee's decision, such notification to be made in writing (electronic or fax is permitted).
8. The PRIA Chief Staff Officer shall notify the President of the committee's decision. In consultation with the President, the PRIA Chief Staff officer shall order the designated award, and shall make appropriate arrangements for presentation of the award at the forthcoming PRIA Annual Conference. The award statement, as contained in attachment "B" of this resolution, shall be included and read as part of the award presentation.
9. If no award nominations are received, the PRIA Board of Directors may, by majority vote, elect to select a recipient, using the criteria established under No. 5 of this document.
10. It is understood that this award is not to be considered an award that must be given annually. Rather, it is to be considered a prestigious award, to be given only when an individual's unique leadership is identified, that greatly benefits the property records industry.